

Quality Assurance Working Group Meeting

December 10, 2002
SAWS Office (on Folsom Blvd)
1:30 – 2:30 pm

1 MINUTES FROM THE 10 DEC 2002 MEETING

Regulars	Organization	Email	Phone	Present
Kathy Saito	BPSG	ksaito@sid.hhsdc.ca.gov	263-4294	No
Kelly Elo	CMIPS	kelo@sid.hhsdc.ca.gov	263-4162	No
Tamara Engel	ISAWS	tengel@isaws.cahwnet.gov	255-0499	No
John Rubio	ISAWS	jrubio@isaws.cahwnet.gov	255-0453	No
Gloria Takagishi	WDTIP	gtakagi@sid.hhsdc.ca.gov	229-3089	Yes
Tony Fong	EBT	tfong@sid.hhsdc.ca.gov	263-4096	No
Greg Chapman	CWS	gchapman@hhsdc.ca.gov	263-1122	No
Ben Selvidge	SAWS PM	bselvidg@sid.hhsdc.ca.gov	229-3362	Yes
Sam Fahr	SFIS	sfahr@sid.hhsdc.ca.gov	229-3310	Yes
Laura Okawa	BPSG	lokawa@sid.hhsdc.ca.gov	263-4120	Yes
Tom Arnez	BPSG	mailto:tarnez@sid.hhsdc.ca.gov	263-4293	Yes

Meeting Visitors	Organization

1.1 HANDOUTS PROVIDED AT THE MEETING

- Practical Software Measurement (PSM) Handout. Three charts to give an example of the type of framework could be used to form an initial checklist for a metrics program. Refer to the BP website (www.bestpractices.cahwnet.gov), Industry Resources for the complete PSM Manual.
- SID SA-CMM Deficiency List. One sheet. This handout summarizes the areas under the SA-CMM level 3 kpa's where SID is either Partially Satisfied or Not Satisfied. If the QA working group focuses energy in these areas, all projects will benefit with improved assessment scores.

1.2 REVIEW OF GROUP EXPECTATIONS

- Devote energy to creation of SID Best Practice products or improvement of deficient SID Best Practice products that will contribute to improvements in SID CMM assessment areas.
- Update, validate, and align current SID best practices w/ industry standards and best practices.
- Create an environment that fosters inter-project information exchange and sharing.
- Define CMM assessment schedules and target date for an official SEI-CMM Assessment.
- Each project has agreed to contribute an average of 8 hrs per month towards this effort.

1.3 CMM ASSESSMENT SCHEDULE

Project	SID Life Cycle	Model	Round	Schedule
POST	M&O	SA-CMM	2	Starts 12 Dec 2002
ISAWS	M&O	SW-CMM	2	Jan/Feb 2003
SFIS	M&O	SA-CMM	2	March 2003
WDTIP	?	SW-CMM	2	April 2003
CWS/CMS Procurement	Procurement	SA-CMM	2	May 2003
CWS/CMS M&O	M&O	SA-CMM	2	June/July 2003
CMIPS	Procurement	SA-CMM	3	Aug 2003
EBT	System Implementation	SA-CMM	3	Sep 2003
SAWS PM	V&V Oversight	SA-CMM	3	Oct 2003

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1.4 QA WORKING GROUP PRIORITIES & MEETING SCHEDULE

Topic	Date	Location	Comments
Risk Management – (SID-wide standards)	14 Jan 03 (Tues)	EBT Office	Focuses on developing an SID-level standard for Risk Mgmt & fulfills the CMM Level 3 KPAs for Risk Mgmt.
	28 Jan 03 (Tues)	SFIS Office	
	11 Feb 03 (Tues)	CMIPS Office	
	25 Feb 03 (Tues)	ISAWS Office	
Training Program (SID-wide standards)	11 Mar 03 (Tues)	SAWS Office	Focuses on developing a formal Training Program within SID that also satisfies all of the CMM Lvl 3 KPA requirements.
	25 Mar 03 (Tues)	EBT Office	
	8 Apr 03 (Tues)	SFIS Office	
	22 Apr 03 (Tues)	CMIPS Office	
Metric Program (SID-wide standards)	13 May 03 (Tues)	ISAWS Office	Focuses on establishing a metrics program for SID that will also satisfy the measurement KPAs for both CMM level 2 and 3.
	27 May 03 (Tues)	SAWS Office	
	10 May 03 (Tues)	EBT Office	
	24 May 03 (Tues)	SFIS Office	
Deliverable Review Standards & Processes	Being Considered. for both internal and vendor produced products (Suggested by CWS/CMS) Review the Bpweb Intranet site http://bpweb/default.htm , Supporting Processes area (under Lifecycle Processes) of Contract Management. Down the Contract Management page is a link to a Deliverables Review area with many samples and guidance for all levels of review and approval.		
SID-Common County Contacts List	Being Considered. This would be an SID-common list of key county contacts and other key stakeholders available for, and common to all projects. (Suggested by CMIPS)		
Issue Management & Issue Tracking	Suggest by SAWS Oversight		

2 ACTION ITEMS FOR NEXT MEETING

- Verify CMM Project Assessment Dates and confirm meeting dates and times with Tom.
- SAWS, ISAWS, SFIS to reserve QA Working Group conference rooms (as specified above)
- Review Risk Management materials for next meeting (materials will be sent out later via email)

3 TENTATIVE AGENDA FOR NEXT MEETING

- Review action items from the last meeting (see above)
- Update on CMM Assessment meeting dates and times with Tom
- Start work on the first Risk Management QA Working Group PAT